

# CALENDAR/CHECKLIST



Assisting people in need

## **DETAILED CALENDAR / CHECKLIST**

### **NOVEMBER-DECEMBER**

- Deanery Orientation Sessions
- Pastors receive Regional Reception invitation list

### **DECEMBER-JANUARY**

- Meet with Pastor, develop Appeal plan for the parish
- Work with Pastor/Pastoral Council to identify use of 25% parish share
- Pastor review Regional Reception invitation list and send updates to the Stewardship and Development office
- Identify speaker(s) to present during Awareness Phase
- Secure speaker(s) and confirm dates
- Prepare additional materials to promote 25% share

### **JANUARY**

- 11 Regional Reception: Central Region
- 12 Parishioners begin to receive Appeal mailer
- Week of the 16th Parish offices begin to receive Appeal materials
- 17 Regional Reception: Northern Region
- 18 Regional Reception: Northern Region
- 30 Regional Reception: Southern Region
- 31 Regional Reception: Central Region

**JANUARY 28/29: AWARENESS WEEKEND #1 (TAB 6)**

- Posters displayed (customized version recommended)
- Bulletin Announcement
- Prayer of the Faithful
- Mass Announcement

**FEBRUARY 1**

- Regional Reception: Central Region

**FEBRUARY 4/5: AWARENESS WEEKEND #2 (TAB 6)**

- Posters displayed
- Bulletin Announcement
- Prayer of the Faithful
- Mass Announcement
- Speaker

**FEBRUARY 11/12: APPEAL WEEKEND (TAB 7)**

- Appeal envelopes and pencils in the pews
- Posters displayed
- Bulletin Announcement
- Video or Audio played at Mass
- Pastor leads "Invitation to Participate" process after the Gospel
- Appeal envelopes collected during Mass
- Prayer of the Faithful
- Mass Announcement

**FEBRUARY 18/19: FOLLOW-UP WEEKEND #1 (TAB 8)**

- Appeal envelopes and pencils in the pews
- Posters displayed
- Bulletin Announcement
- Prayer of the Faithful
- Mass Announcement
- Appeal envelopes collected during Mass

## **FEBRUARY 25/26: FOLLOW-UP WEEKEND #2 (TAB 8)**

- Appeal envelopes and pencils in the pews
- Posters displayed
- Bulletin Announcement
- Prayer of the Faithful
- Mass Announcement
- Appeal envelopes collected during Mass

## **MARCH 12: PARISH APPEAL COLLECTIONS DUE TO STEWARDSHIP AND DEVELOPMENT OFFICE (TAB 9)**

## **APRIL 11: PARISH RESULTS MAILED TO PARISHES**

## **APRIL 21/22: REPORT TO PARISHIONERS #1: PARISH COLLECTIONS RESULTS (TAB 8)**

- Posters displayed
- Bulletin Announcement
- Mass Announcement

## **MAY 11/12: REPORT TO PARISHIONERS #2: OVERALL RESULTS (TAB 8)**

- Bulletin Announcement
- Mass Announcement

## **JUNE**

- Request for *Report of 25% Parish Share* sent to parishes
- Parishes submit *Report of 25% Parish Share* to diocese

## **SEPTEMBER**

- Parish Advocate appointment forms will be sent to Pastors
- Pastors appoint 2013 Parish Advocate